

HOUSING REHABILITATION FUND

APPLICATION FORMS

2003

SMALL CITIES COMMUNITY DEVELOPMENT

BLOCK GRANT PROGRAM

***State of New Jersey
James E. McGreevey, Governor***

***Department of Community Affairs
Susan Bass Levin, Commissioner***

FORMS

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HOUSING REHABILITATION FUND APPLICATION

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PROJECT SUMMARY

1. Name of Applicant _____
Municipality/County

Address

City Zip Code

2. In _____ County

3. State Legislative District _____ 4. Federal I.D. Number _____

5. Name of Contact Person

Name Title Phone

6. Name of Chief Financial Officer

Name Title Phone

7. Name of Project _____

8. Proposed Activities (Describe & Quantify Each Proposed Activity)

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—

9. Source of Project Funds 10. Date of Public Hearing _____

Private \$ _____

Small Cities \$ _____

Other Public \$ _____

Total \$ _____

11. Certification: To the best of my knowledge and belief, the data in this application are true and correct, the document has been duly authorized by the governing body of the applicant.

—

Name

Title (Chief Elected Official)

— **Signature** **Date**

HR-6

**Small Cities Program
Housing Rehabilitation Fund**

Other Funds

Name of Applicant _____
Municipal MDI _____

\$ _____ _____	X	____%	=	\$ _____
(Amount Requested)	X	(Required Match)	=	(Required Amount)

Funding Sources	Purpose of Funding	Eligible Geographic Area	Total Amount	Amount Targeted Toward Service Area	Date Effective	Date Expired
Total Other Funds						

HR-7

**Small Cities Program
Housing Rehabilitation**

Recapture of Small Cities Loan Funds

PROJECTED # OF LOANS	AVERAGE LOAN AMOUNT	INTEREST RATE/ TERM/CONDITIONS	ANTICIPATED INCOME OVER TIME (SPECIFY)

**SMALL CITIES PROGRAM
BUDGET
PART I: PROGRAM ADMINISTRATION**

<u>PERSONNEL:</u> (Salary & Fringe Benefits)	Estimated Cost
Total Personnel	
<u>CONSULTANTS:</u>	
Total Consultants	
<u>OTHER COSTS:</u>	
TOTAL PROGRAM ADMINISTRATION (PART I)	

**SMALL CITIES PROGRAM
BUDGET
PART II: PROGRAM ACTIVITIES**

<u>PERSONNEL:</u> (Salary & Fringe Benefits)	Estimated Cost
Total Personnel	
<u>CONSULTANTS & CONTRACT SERVICES:</u>	
Total Consultants & Contract Services	
<u>PROGRAMMATIC ACTIVITIES</u>	
TOTAL PROGRAM ACTIVITIES (Part II)	
GRAND TOTAL ALL COSTS (PARTS I & II)	

RESOLUTION

Whereas, the _____
desires to apply for a grant from the New Jersey Department of Community Affairs for
approximately \$ _____ to carry out a project to _____
(dollar amount of request)

(briefly describe the project)

Be it therefore RESOLVED, that the _____
does hereby authorize the application for such a grant; and, upon receipt of the grant
agreement from the New Jersey Department of Community Affairs, does further authorize the
execution of the grant agreement; and, also, upon receipt of the fully executed agreement from
the Department, does further authorize the expenditure of funds pursuant to the terms of said
agreement between _____ and the New Jersey
Department of Community Affairs.

Be it further RESOLVED, that the persons whose names, titles, and signatures appear below
are authorized to sign the application, and that they or their successors in said titles are
authorized to sign the agreement, and any other documents necessary in connection therewith:

(Signature)

(Signature)

(Type or Print Name)

(Type or Print Name)

(Title)

(Title)

CERTIFICATION:

I, _____ the _____
(Name of Government Clerk) (Title of Position - Government Clerk)

of _____

hereby certify that at a meeting of the Governing Body held on _____ the above
RESOLUTION was duly adopted.

AFFIX GOV'T
SEAL

(Signature of Government Clerk)

SAMPLE DISPLAY ADVERTISEMENT
CITIZEN PARTICIPATION -- PUBLIC HEARING REQUIREMENT
SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM

Instructions to Newspaper

1. Display Ad - Non-Legal Section
2. Publish at least seven days prior to the hearing date
3. Send 1 Proof of Publication to: (Local contact and address)

PUBLIC NOTICE

The (applicant) , New Jersey will hold a public hearing on (date) at (time) in the (specific building location) in (municipality) , New Jersey.

The purpose of the hearing is as follows: (1) to explain federal and state guidelines, (2) to review eligible and proposed program activities, (3) to consider proposals for an application under the Small Cities Community Development Block Grant Program, and (4) to receive citizen comments and recommendations.

Total funds available: \$9,746,000

At least 70 percent of the funds available must be used for activities that primarily benefit people of low and moderate income. None of the funds requested will result in the displacement or relocation of people.

Eligible activities include:

1. Acquisition of real property;
2. Acquisition, construction, or installation of public facilities;
3. Code enforcement in deteriorated or deteriorating areas;
4. Clearance, demolition, and rehabilitation of buildings;
5. Special projects to remove architectural barriers which restrict accessibility of the elderly and handicapped;
6. Provision of public services;
7. Activities necessary to develop:
 - a comprehensive community development plan; and
 - policy planning management capacity to enable the recipient to more effectively administer the program;
8. Payment of reasonable administrative costs; and
9. Activities carried out by public or private non-profit organizations.

The (name of applicant) is proposing an application in the amount of \$ for (describe purpose -- e.g., rehabilitation of housing, reconstruction of streets -- and location) .

All citizens are encouraged to offer comments at the public hearing or by writing to (municipality/county, mailing address, ATTN: contact person) . Within ten days following the public hearing, written comments may also be sent to the New Jersey Department of Community Affairs, Small Cities Unit, PO Box 806, Trenton, New Jersey, 08625-0806, ATTN: Administrator.